

**Minute of the Dundee Partnership Coordinating Group  
Held on Thursday, 13<sup>th</sup> November  
In Committee Room 3, 14 City Square**

Present:

Allison Fannin, Dundee Health & Social Care Partnership  
Grant Nicoll, Scottish Fire & Rescue Service  
Jill Brash, Information & Research Team, DCC  
John Hosie, Neighbourhood Services, DCC  
Karen Moir, Community Safety and Justice, DCC  
Paul Carroll, Corporate Planning, DCC  
Paul Davies, Dundee Partnership Team, DCC  
Peter Allan, Community Planning, DCC (chair)  
Rory Young, City Development, DCC

Apologies:

Christine Lowden, Third Sector Interface  
Gillian Simpson, Scottish Enterprise  
Glyn Lloyd, Children & Families, DCC  
Marie Dailly, Community Learning and Development, DCC  
Nicola Russell, Police Scotland

<b>Item</b>	<b>Action</b>
<p><b>1. Apologies &amp; Introductions</b> There was a round of introductions. Apologies received are listed above.</p> <p>Peter requested that Karen asks Glyn to nominate a deputy for this meeting for occasions he is unable to attend.</p>	<b>KM / GL</b>
<p><b>2. Minute of Previous Meeting</b> Agreed as accurate, with one minor amendment;</p> <ul style="list-style-type: none"> <li>• Clarification to be added to the bullet point highlighting 'confusion in relation to NHS / HSCP role' to states that this relates to LCPPs</li> </ul>	✓
<p><b>3. Matters Arising</b></p> <p><b>a) DPMG Action Note</b> An update from the Health &amp; Social Care Partnership review of their Strategic Partnership Groups is due to be produced soon.</p> <p>Noted that David Martin is attending each of the Executive Boards, including both Health, Care &amp; Wellbeing, and Building Stronger Communities on the 22<sup>nd</sup> November. He has already attended Community Safety &amp; Justice, where he suggested potential benchmarking with other Local Authorities.</p> <ul style="list-style-type: none"> <li>• Karen commented on a brief report compiled by the Community Analysts the format of which could be of interest. Karen to share with Peter for information</li> </ul> <p>Robin Presswood is a new co-chair for Fair Work &amp; Enterprise. Rory to brief Robin on the requirements of the role in advance of the next Executive Board meeting.</p> <p>The December DPMG will receive an update on the work of the Children &amp; Families Executive Board. Paul to flag up with Glyn.</p>	✓
<p><b>b) Rationalising DP Structures</b> Paul is working on analysis of attendance at a range of DP groups and still needs information from two Executive Boards (Fair Work &amp; Enterprise (FW&amp;E), and Health, Care &amp; Wellbeing (HC&amp;W)). Rory to provide the information for FW&amp;E and Allison to chase up the HC&amp;W information.</p> <p>Paul to ask for an update on discussions from Executive Boards to include in the report.</p>	✓ / <b>AF</b>  <b>PAD</b>

**c) Dundee Partnership Forum – 24<sup>th</sup> October**

The Forum theme was Tackling Loneliness and Social Isolation in Dundee, and was very well received, with a large number of Third Sector representatives taking part. Some of the ideas and potential actions will be incorporated into the Fairness Strategy and also feed into other ongoing agendas such as Health & Social Care, Suicide Prevention, etc.

Karen has already fed back on the event to the Community Justice Partnership as there is a potentially large impact on those with addictions.

**d) Dundee Drug Commission**

Commission members are about to undertake a series of service visits in advance of their next meeting. The Commission is focussing on four key areas;

- Leadership
- Mental Health. This includes confirming the known wisdom around difficulties in accessing services
  - Alongside this, good recommendations relating to mental health will be coming from the second Fairness Commission at the end of November
- Treatment Services. It is proving hard to get a positive discussion as services see the Commission as a witch-hunt due to the critical nature of comments around services, despite the fact that service staff are working very hard in difficult circumstances
- Drug Deaths

A report on the Commission's findings is planned by May 2019.

Alison noted that there has been an increase in complaints coming through both drug and mental health services, some of which are helpful.

**4. Dundee City Plan Six Month Report – 2017/18**

Consideration is being given to how early City Plan / Council Plan reports can be produced after the end of each financial year. There are some logistical reporting issues that we would need to fix.

- Jill to arrange a special meeting of the Strategic Information Management Group, including Paul Carroll, Karen Moir, Sandra Lorimer and the HSCP Information Team

**JB**

Discussion concluded that a May / June draft is feasible but that many of the indicators for the year wouldn't yet be available. This might be awkward during the first year a timely report is produced, as many KPIs are updated annually, but would be smoother after that.

- the annual report would therefore be more action oriented
- The six month report would then pick up on any updated indicator information
- Needs Executive Directors to be on board, and active in the process

Alongside reporting, strategic reviews need to be taking place throughout the year

- There is already ongoing discussion at Executive Boards in relation to the City Plan priorities
- Executive Boards should be looking at the least positive / most negative indicators and putting in place plans and actions to remedy these on an ongoing basis
- Both of the above should make writing up an annual report easier

There is also a need to focus on actions getting done. With regards to performance management this should look at;

- Are we on target?
- Are we on schedule?

A proposed schedule will be taken to the December DPMG. This will also be sent to Executive Directors and Executive Board Chairs. It will propose that the Council Plan report precedes the City Plan report, but it is expected that where KPIs overlap, the information will be the same. This will enable them to use the same processes as much as possible.

**PA**

It was suggested that some Executive Board members could attend other Executive Boards to see how they work, and help cross fertilisation of good practice.

## 5. **Community Engagement Strategy for Dundee (including Democracy Matters - Scottish Government Consultation)**

John provided an update which included;

- The Democracy Matters consultation deadline for submissions is the 30<sup>th</sup> November (see [here](#))
- A new CLD Strategy is in development, which aims to better coordinate community engagement work across partners
- Links between the HSCP Locality Plans and Local Community Plans are being developed, to minimise confusion
- Lessons are being learnt from Dundee Decides in order to progress local Participatory Budgeting (PB)
- The flexibility of LCPPs has been increased, enabling them to invite appropriate additional members on a Ward by Ward basis
- An event focussing on community engagement, which will include local people, is in planning for autumn 2019

Discussion followed, which included;

- Partners need to be included in order to reduce duplication of effort
- The Equalities Lead for DCC (Scott Mands) is looking at the scope of the work to ensure that the CLD Strategy Group meets legal requirements
- An online portal is to be discussed (Marie and Jill to initiate this)
- At present, it isn't clear where funds for the next round of PB will come from. It could be a requirement that service areas identify this from within their budgets
  - e.g. at present there is £800 in Housing Revenue for a range of improvements – could that be used in future for PB?
  - The current consultation on budget spending could be useful
  - Could the DP Community Regeneration Fund be reallocated for PB in future?
  - DCC has a Community Benefits Officer, and some funds raised via community benefit clauses may be able to be included
  - Clarity on this is by the end of 2018 is being aimed for, with the 1% target being approximately £3.5m
- The next round of PB will include an ideas generation process. Tools for this are available, and it will involve communities
  - The aim would be to generate lots of ideas and then narrow these down. This was done on a smaller scale with the Dundee Youth Council as part of the Year of Young People
- There is a possibility that some NHS funds may be allocated to PB
- Local lotteries have been used elsewhere in the UK to generate funds
- Angus have a crowdfunding platform where the Local Authority match what projects raise through the community. Inviting the Angus funding team to a future DPCG could be useful

**MD/JB**

**PA**

PB to be kept as an agenda item for this group.

**PA**

## 6. **Fairness Strategy Update**

Peter provided an update which included;

The Second Dundee Fairness Commission is launching its recommendations on the 29<sup>th</sup> November at the Steeple Church, 1:30 – 4:30. DPCG members are welcome to attend; please contact Alison Colgan to book a place.

- Reports on the Commissions work are to go to January P&R Committee, December DPMG, and to the Cabinet Secretary
- Recommendations are around three areas that the Commission focussed on;
  - Mental Health
    - Direct access to services 24/7. This will be worked on in collaboration with Arlene Mitchell and her team
    - Recommendations will have an impact on both the Drug Commission and mental health services and so will be shared with those groups
  - Money

- Advice services are often not known about until there is a crisis need for them, at which point the range of services is seen as confusing. A single portal could help
- People who send debt letters out are to be looked at and encouraged to change the way they are worded so that people respond to them rather than ignoring them
- Universal Basic Income. A pilot through the Scottish Government is in development and one aim is for Dundee to become part of this
- Stigma
  - A new campaign of positive messages should be run
  - Services need to look at reducing any stigma attached to their delivery of services. It is acknowledged that frontline services are under a lot of pressure, but there is still the need for the right training and support to be put in place for staff
- There is a possibility of delivering a third Dundee Fairness Commission. Anyone with an interest in participating, or who knows another who would be suitable to include, contact Peter

**All**

#### Living Wage

- DCC were finalists for an Outstanding Leadership award from the Living Wage Foundation. The eventual winner was Standard Life, who ensure that their interns and Modern Apprentices also receive the Living Wage
- We are aiming for Dundee to become the first Living Wage City in the UK by the end of the year. This will require ongoing effort to redouble the number of accredited companies in the next 2-3 years. Peter to speak to Robin Presswood about this.

**PA**

#### **7. AOCB**

None raised

#### **8 Date of Next Meeting**

Tbc – 7/2/19 proposed at present

#### **Attachments:**